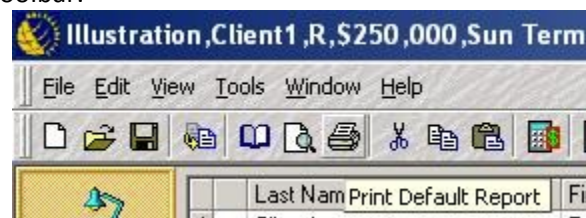


## MY ILLUSTRATIONS

### Saving & Printing using Sun Life

#### Printing:

1. Log in to My Illustrations and launch Sun Life's illustration software.
2. Once you have entered all variables click "Recalc (F9)" located in the bottom-right corner of the screen.
3. You cannot print an illustration in Sun Life from the "Report Preview" screen, you must print it from the screen where you enter your variables by clicking the "Print Default Report" icon located in the top toolbar.



#### Saving:

1. Log in to My Illustrations and launch Sun Life's illustration software.
2. Once you have entered all variables click the "Print Preview of Default Report" icon from the main toolbar.
3. Click "Save As".
4. Click the button entitled "Browse Folders".
5. Click "Computer" from the left side of the "Save As" window.
6. Double-click "C\$ (\\Client) (V:)". This is the location of your local hard drive.
7. Double-click a folder entitled "My Illustrations", if you do not have this folder proceed with step "a" below, otherwise proceed to step "8":
  - a. Click the icon titled "New Folder".
  - b. Type "My Illustrations" as the folder name and hit the "Enter" key.
8. Type a name for your illustration in the "File name:" field.
9. Click "Save".
10. Click "Start", "My Computer" or "Computer".
11. Double-click your local drive (aka C:).
12. Double-click the folder entitled "My Illustrations" and you will see the PDF copy of your illustration.